## Personalizing the Distribution Line – Invoice Information Page Overview

Cardinal allows users to change the order the fields display on the **Invoice Information** Page **Distribution Line**. This allows you to set up the order of the ChartFields in the way that works best for how you enter vouchers for your agency.
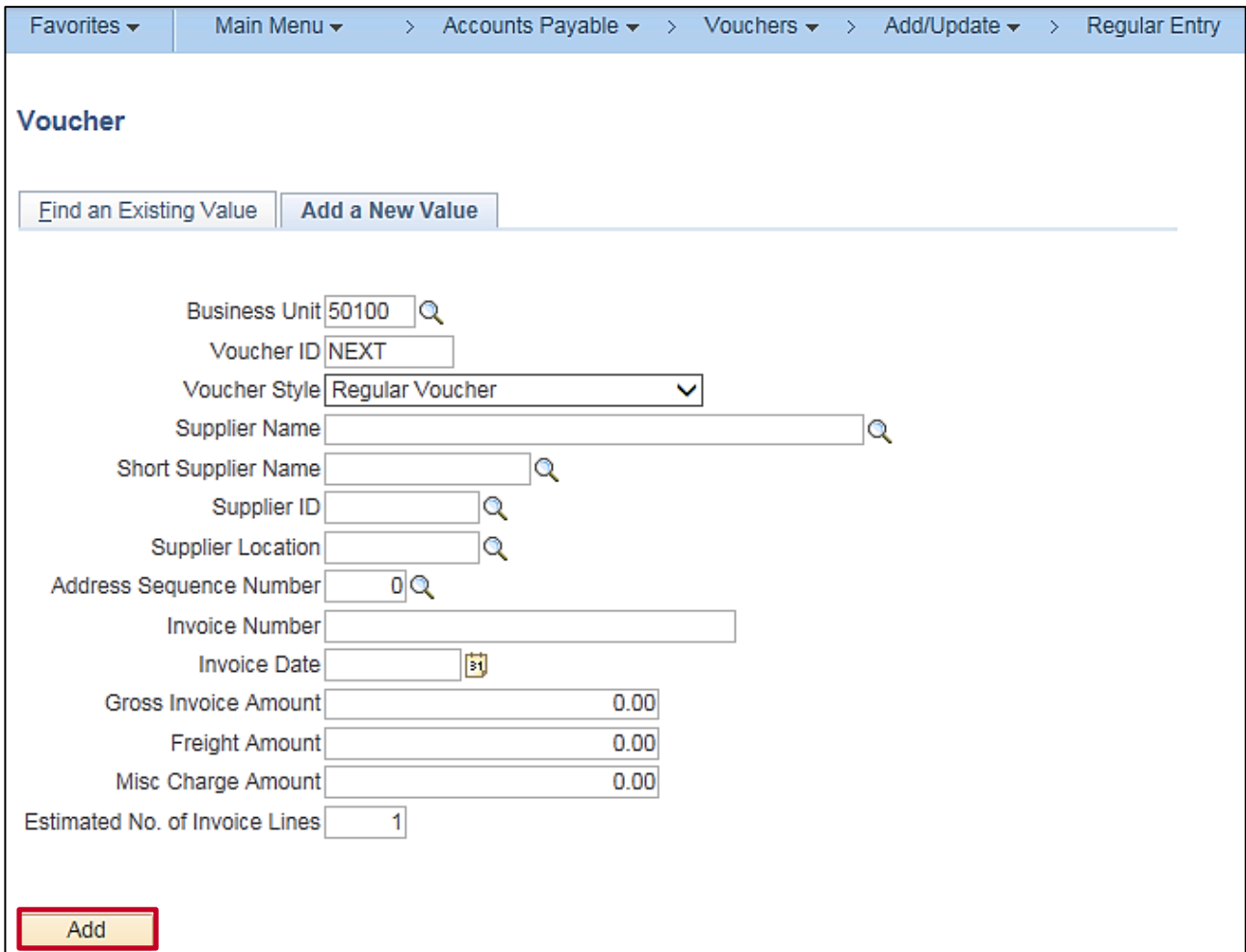
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## Personalizing the Distribution Line – Invoice Information Page

1.    Navigate to the **Voucher** search page using the following path:

**Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry**

| Favorites ▾ | Main Menu ▾ | > | Accounts Payable ▾ | > | Vouchers ▾ | > | Add/Update ▾ | > | Regular Entry |

**Voucher**

| Find an Existing Value | **Add a New Value** |

Business Unit 50100 🔍

Voucher ID NEXT

Voucher Style Regular Voucher ▾

Supplier Name _____ 🔍

Short Supplier Name _____ 🔍

Supplier ID _____ 🔍

Supplier Location _____ 🔍

Address Sequence Number 0 🔍

Invoice Number _____

Invoice Date _____ 📅

Gross Invoice Amount                0.00
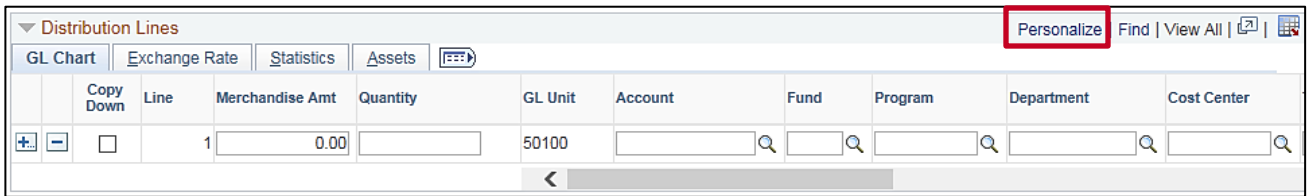
Freight Amount                0.00

Misc Charge Amount                0.00

Estimated No. of Invoice Lines    1
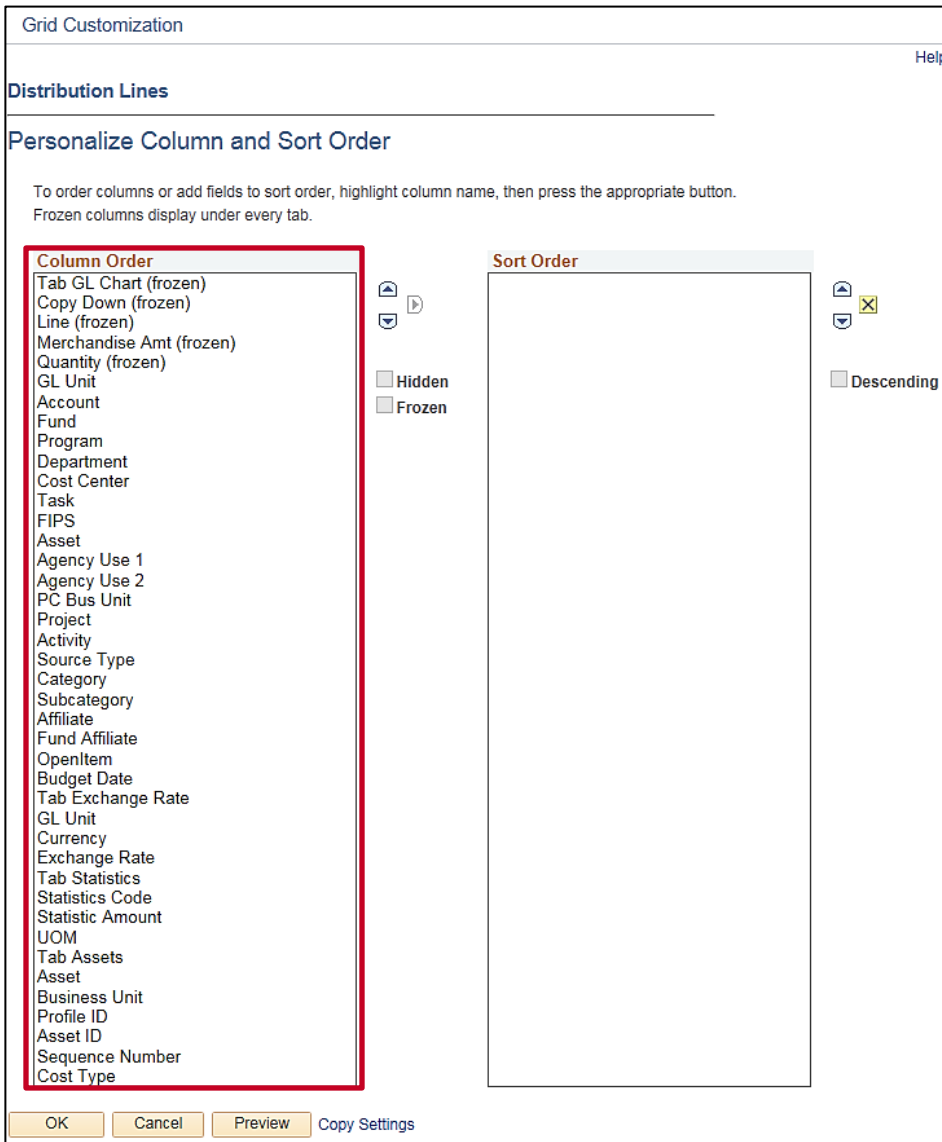
**Add**

2.    The **Voucher** search page displays.

3.    Click the **Add** button to access the **Invoice Information** page.

4.    In the **Distribution Lines** section of the page, click the **Personalize** link.



5.    The **Grid Customization** pop-up window displays.  To change the order the fields in the Distribution, use the **Column Order** side of the page.

6. If any display with the word **(frozen)**, unfreeze them so you can move the fields around.

7. To remove the **(frozen)** status, click the first item listed as **(frozen)**. In this scenario, **Tab GL Chart.**

8. A check displays in the **Frozen** checkbox.

9. Click on the **Frozen** checkbox to remove the (frozen) from all items in the list.



10. Now no columns are frozen.

11. To change the order, click the field you want to move up or down. For this scenario, **Account** was selected.

12. Click the up or down arrows to move the field to where you want it to display.
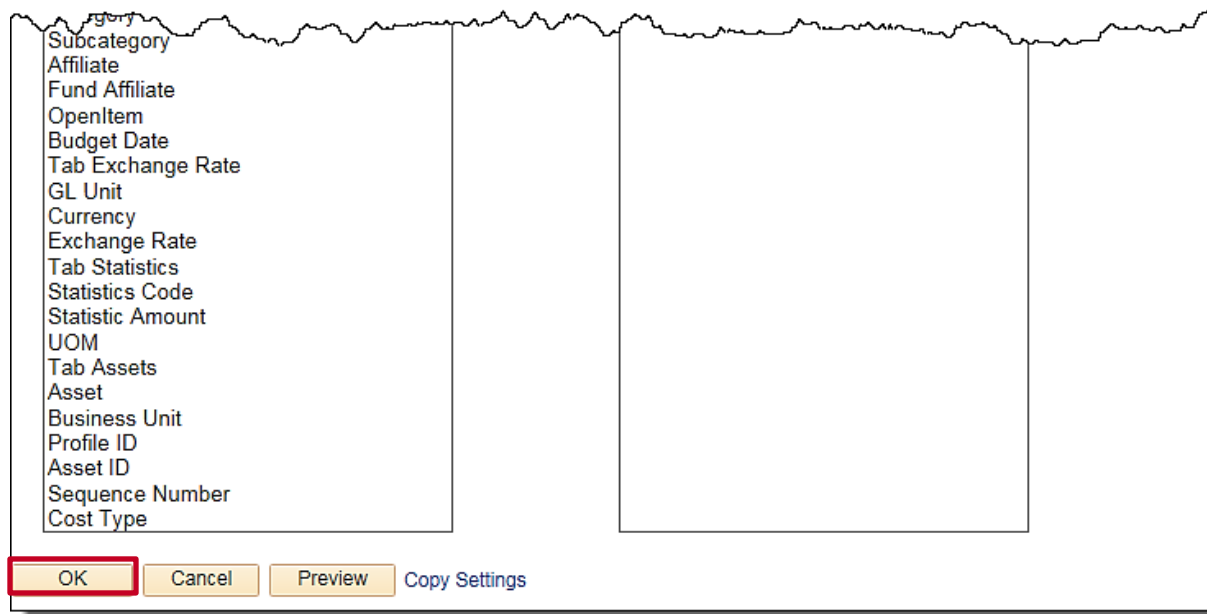


13. Continue this process until all fields are in the order you want.

14. Scroll to the bottom of the pop-up window.
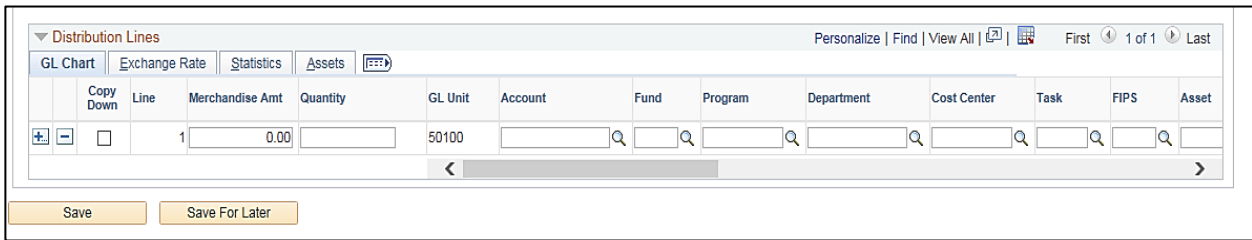


15. You can:

   a. Click the **OK** button to accept the change and return to the Invoice Information page.

   b. Click the **Cancel** button to cancel the change.

   c. Click the **Preview** button to preview the change.

   For this scenario, **OK** is clicked.

Before



After



**16.** The fields in the **Distribution Lines** section now display in the order you specified.